

Minimum Qualification Specifications
for the Class:

ENERGY CONSERVATION PROGRAM MANAGER
(ENERGY CONSERVATION PRGM MGR)

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described under General or Specialized Experience below, or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also have demonstrated the ability to write clearly such material as reports and analyses, read and interpret complex written material, and solve complex problems logically and systematically.

Experience Requirements

Except for the substitutions provided for elsewhere in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below:

General Experience: One and one-half (1-1/2) years of professional or other experience which required a high degree of analytical skill. Such experience may have been gained as an architect, engineer, analyst, staff specialist, manager or other comparable position in a private or public agency.

Specialized Experience: Three (3) years of responsible experience in one or a combination of the fields described below:

- A. Professional engineering or architectural experience which involved the design, operation or maintenance of buildings, mechanical equipment or industrial plants. Such experience must have demonstrated the knowledge and application of energy conservation principles and techniques.

- B. Professional experience which demonstrated the possession and application of knowledge of economics of fossil fuel-producing industries or of energy producing and marketing industries based on fossil fuel.

Supervisory Experience: One (1) year of professional work experience which included planning the work of other professional workers, including assigning and reviewing their work, scheduling their work, advising them on difficult problems or potential problems, evaluating their work, and taking disciplinary action.

Managerial Aptitude: Applicants must possess managerial aptitude. Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; and success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education for Experience:

1. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university may be substituted for all of the required General Experience.
2. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in architecture, engineering, physical sciences, economics, business or related fields may be substituted for all of the required General Experience and one-half (1/2) year of the required Specialized Experience, provided the major focus of the graduate study involved the technology or economics of fossil-fuel energy production/utilization or energy conservation.
3. Satisfactory completion of all academic requirements for a Ph.D. degree (or equivalent doctoral degree) from an accredited college or university in the fields mentioned in (2) above and which involved specialization in the technology or economics of fossil-fuel energy production/utilization or energy conservation may be substituted for all of the required General Experience and one and one-half (1-1/2) years of the required Specialized Experience.

Substitution of Specialized Experience for General Experience:

Excess specialized experience of the type and quality described above may be substituted for General Experience on a year-for-year basis.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the specific training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specification for the class ENERGY CONSERVATION PROGRAM MANAGER (ENERGY CONSERVATION PRGM MGR) which was approved on June 2, 1992.

Date Approved: Jan 14, 2019

Raynell Yee

for

RYKER WADA, Director